

# EVENT INFORMATION FORM

This form is used to collect event details required for the project submission process and the eventual contracting process. It also collects certain logistical information to help ensure the event unfolds smoothly. Please advise us of any changes to the information provided here. All changes are subject to approval.

**For new Old Port events**, please submit the following documents along with this form:

- Event business plan
- Preliminary plan for all event installations
- Details about the organization producing the event

## Details about the organization signing the contract

Business registration information (Québec Enterprise Register, or REQ)	
Business name	
REQ business number	
GST number	
PST number	
Registered business address (as reflected in the REQ registration)	
Street number, street name, suite #	
City, province, and country	
Postal code	
Business mailing address (if different than registered business address)	
Street number, street name, suite #	
City, province, and country	
Postal code	
First signing officer (as reflected in the REQ registration)	
Last name, First name	
Title	
Email address	
Second signing officer (as reflected in the REQ registration) **if applicable	
Last name, First name	
Title	
Email address	
Contract manager (individual managing all aspects of the contract on behalf of the organization)	

Last name, First name	
Title	
Phone number	
Email address	

## **Site Use Details**

Requested site location(s)		
<input type="checkbox"/> Event Platform <input type="checkbox"/> Jacques Cartier Quay <input type="checkbox"/> Other(s) Other(s), specify:		
Site Set-Up		
Date	Start time	End time
Event Period <i>(indicate hours for the public for each event day)</i>		
Date	Start time	End time
Site Dismantling		
Date	Start time	End time

## **Events Details**

<b>Official Event Title</b>	
In English: In French:	
<b>Website (URL of the event website)</b>	
<b>Event Type</b>	<input type="checkbox"/> Cultural <input type="checkbox"/> Culinary <input type="checkbox"/> Sporting <input type="checkbox"/> Other(s) Other(s), specify:
<b>Installation Type</b>	<input type="checkbox"/> Kiosk <input type="checkbox"/> Stage <input type="checkbox"/> Food concessions <input type="checkbox"/> Other(s) Other(s), specify:
<b>Programming Type</b>	<input type="checkbox"/> Show <input type="checkbox"/> Animated activities <input type="checkbox"/> Inflatable games Details, specify:    <input type="checkbox"/> Alcohol sale/service <input type="checkbox"/> Sale of derivative products <input type="checkbox"/> Brand activation/Product sampling <input type="checkbox"/> Use of pyrotechnics/flames/braseros <input type="checkbox"/> Use of cooking equipment
<b>Expected crowd size</b>	
<b>Event partners/sponsors</b>	

## **Standard Conditions – Lease Agreement and Event Producer's Guide**

Find below some of the lease conditions and requirements outlined in the Event Producer's Guide, provided for information only and subject to change until a lease agreement is signed.

### **SIM and RACJ Permits**

Once a lease agreement is signed, the Old Port of Montréal Corporation (OPMC) will provide the Event Producer any authorization letters required to obtain a permit from the Montréal Fire Department (Service de sécurité incendie de Montréal, or SIM) and the province's liquor board (Régie des alcools, des courses et des jeux, or RACJ), as applicable.

Timelines for obtaining permits from the SIM and RACJ:

- SIM permit: Ten (10) business days to process the request
- RACJ permit: No less than fifteen (15) days prior to the event

### **Marketing and Branding**

Before making their event public, Event Producers must provide the OPMC with mock-ups for approval. This is to ensure alignment with the OPMC's branding and ensure that all wording tied to brands and location names are accurate.

Event Producers must wait for the OPMC's authorization before making announcements about the event's location.

### **Site Occupation**

Event Producers may not occupy the site at any other times than those outlined in the Lease agreement. Any other use of the site will involve additional costs.

### **Payment**

Full payment is required no later than one (1) month prior to the event start date.

A security deposit is also required upon the signing of the Lease agreement. This deposit will be cashed and held until final billing after the event. This deposit may be used to cover any additional fees charged after the event. The amount of the lease payment and the security deposit, and the schedule of payments, are defined during lease agreement negotiations.

### **Additional Fees**

All additional fees are billed after the event. These may include parking fees, electricity usage fees, service or material rental fees, or fees tied to breakage or repairs. All fees tied to breakage and additional services are subject to a 15% administrative fee.

### **Insurance**

Event Producers must obtain insurance coverage through which the Old Port of Montréal Corporation Inc, the Canada Lands Company Limited, and the Canada Lands Company CLC Limited are named as additional insured. Typically, coverage amount to be obtained by Event Producers are:

- General civil liability coverage: \$5,000,000
- Renter's liability coverage: \$1,000,000

Specific coverage and coverage amounts will be outlined by the OPMC based on the Event Producer's operations and installations.

The wording of the cross-liability clause to be included in the insurance policy or the proof of insurance supplied to the OPMC, as the case may be, must reflect the following:

**"It is understood that Old Port of Montreal Corporation Inc., Canada Lands Company Limited and Canada Lands Company CLC Limited shall be added as additional insured for the purposes of the insured's activities on the premises leased by the insured in the Old Port of Montréal".**

### **Exclusivity Agreements**

The OPMC has signed a number of exclusivity agreements relating to the sale, distribution, brand visibility, or provision of services relating to different product categories, which are: Soft Drinks, Fruit Juices and Fruit Drinks, Iced Teas, Isotonic Beverages, Vitamin Waters, Malting Products, Telecommunications and Wifi. **Companies with exclusivity rights currently in effect are Coca-Cola, Sleeman, and Telus.**

For any sponsorship agreement under consideration by the Event Producer with any Competitor, the OPMC's exclusivity partners have the right of first refusal.

Unless the right to first refusal has been fully exercised by an exclusivity partner and that said refusal has been communicated to the Event Producer, no competitor may sponsor an event on the Old Port site and no exposure, product and/or services of a competitor may be granted, distributed, or sold on the Old Port site.

All other sponsors of an Event Producer's event must be submitted to the OPMC for approval prior to the signing of the Lease agreement. Sponsors approved by the OPMC may be displayed within the rental site(s) for the duration of the event and must only be visible to event visitors.

### **Signage**

Signage is restricted to the event entrance and the interior of the rented site. No directional or promotional signage may be installed and no solicitation (distribution, visibility, presentation, etc.) may take place outside the event's rented site.

### **Waste**

Event Producers are wholly responsible for the management of waste materials generated by the event. They must ensure to hire specialized service providers and secure all necessary equipment to do so.

### **Site Condition**

Event Producers are wholly responsible for all work required to hold their event, from preparing the site to meet the Event Producer's expectations to dismantling the site and returning it to its original state after the event.

### **Vehicles and Parking**

A number of locations can be used for Event Producer and event supplier vehicles. With the exception of the parking lots, vehicles may not circulate on the Old Port site between 10am and 1am. All vehicles must comply with the OPMC's vehicle traffic policy. No vehicle may remain on the event site once the event has been opened to the public.

**Other details specified in the Event Producer Guide and Lease agreement.**